

Report for Week Ending 23 May 1957
from
PROJECTS STAFF

1. Contributions

- a. Evaluated Employee Suggestion 3110 and recommended that individual RI documents not be enclosed in mainla envelopes. About 700 additional cabinets would be needed if this suggestion were adopted [] 25X1
- b. Followed up on the file systems installed in the offices of the Building Planning Staff and the CIA Historian for Intelligence. [] and Mr. Pforzheimer stated that the systems installed by [] and [] were working very satisfactorily, [] 25X1
25X1 25X1 25X1

2. Assignments Active

- a. Filing System, OSI - Installation of system continuing in Geophysics Branch and started in the Medicine Division. [] 25X1
- b. VM Microfilming - Met with representatives of the Business Machines Staff Printing Services Division, and the Medical Staff to make final arrangements to film about 800 medical files of emergency relocation personnel. It was agreed that Medical Staff would assist in preparing material for filming and in reassembling it afterwards.
- 25X1 [] recommended the Diezol process since Diezol records may be filed 100 to an inch whereas film sort jackets can take only 25 to an inch. This space saving advantage will be weighed against certain disadvantages to handling the film. Also, there is some question on whether a machine to handle the process can be obtained without delaying the project. Medical personnel are enthusiastic about the Diezol process. If the process proves feasible, [] would like to consider it for the remainder of medical records. [] 25X1
- 25X1 The status of microfilming projects elsewhere is as follows:
- | | |
|----------|--------------|
| OSI | 20% complete |
| ORR | 50% complete |
| SECURITY | 90% complete |
- c. Support Workload at Small Stations - Revised portions of the staff paper following meeting with [] SA-DD/S, and cleared changes with Mr. [] Paper is being retyped in final form for referral to the DD/P for coordination prior to its submission to the DD/S. Changes relating to reports management were coordinated with [] 25X1
25X1 25X1
- d. Booklet "So You Have a Space Problem" - Accompanied photographer and arranged for photographing selected areas where crowded conditions exist. The proposed site for the BR shelf file was included. Also discussed sanitizing of photographs with TSS personnel. [] 25X1

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e. Revised Correspondence Assembly Reference Tab - The smaller tabs printed on a test basis are being received enthusiastically. An additional supply was sent to the Office of Personnel. []

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f. Requisition-Review - Reviewed with [] seven requisitions for filing equipment. Six requisitions were for standard correspondence safes and cabinets, the seventh requested a 5 drawer card safe to replace approximately 12 visible card cabinets. []

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g. OS Shelf File - Preparing memorandum and attachments for submission to Office of Security []

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3. Major Projects Inactive - No new developments on the BR and IR shelf file Projects []

4. News

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a. Three persons from DD/P accompanied last weeks trip to the repository. []

b. Arrangements were made for bus transportation to and from the Archives Building for the 14 June IRAC meeting. Memo prepared on this subject for distribution to ARO's. []

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